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**GUIDELINES FOR BREWING COFFEE**

1. Measure or weigh quantities of water and coffee carefully. Prepare only in amounts necessary to maintain continuous service. Urn coffee held 1 hour or longer and automatic coffee maker coffee held 30 minutes or longer deteriorates in flavor and loses its aroma.
2. Use the proportion of  $\frac{3}{4}$  pound of coffee to  $2\frac{3}{4}$  gallons of water for a standard strength brew. 1 lb 14 oz of coffee and  $6\frac{3}{4}$  gallons of freshly drawn boiling water will yield approximately 100 (8 ounce) servings.
3. Ingredients for a good coffee brew are fresh coffee and freshly boiling water. Water that has been boiled a long time will have a flat taste which will affect the brew.
4. For an ideal brew, boiling water should pass through coffee within 4 to 6 minutes.
5. Keep equipment clean. Clean immediately after each use to prevent rancidity.
6. Urns and urn baskets should be washed with hot water and special urn cleaner or baking soda. (DO NOT use soap or detergent powder.) Rinse with clear water. When not in use, leave 1 or 2 gallons of clear water in urn. Drain before making coffee.
7. When using new urn bags: A new urn bag should be thoroughly rinsed in hot water before using. After using, urn bags should be thoroughly rinsed in clear, hot water; keep submerged in cold water until next use.
8. Faucets and glass gauges should be cleaned often with gauge brushes, hot water, and urn cleaner or baking soda. Rinse with clear water. Caps on faucets and gauges are removable to permit cleaning.

**NOTE:** For a stronger brewed cup of coffee, use the proportion of 2 lb 8 oz coffee to  $6\frac{3}{4}$  gal water.

**REVISION**

**GUIDELINES FOR FRUIT AND VEGETABLE JUICES**  
**(Single Strength, Concentrated and Instant)**

TYPE	CAN SIZE	AMOUNTS FOR 1 GALLON (128 oz)	AMOUNTS FOR 3 <sup>1</sup> / <sub>8</sub> GALLONS (100-4 oz portions)
1. Juice, Canned, Single Strength Apple, cranberry juice cocktail, grape, grapefruit, grapefruit and orange, orange, pineapple, tomato and vegetable	46 fl oz (No. 3 cyl)	2 <sup>3</sup> / <sub>4</sub> cans	8 <sup>3</sup> / <sub>4</sub> cans
2. Juice, Canned, Concentrated (3 plus 1) Tomato..... Water.....	36 oz ..... .....	1 can... 3 qt....	3 cans.. 9 qt....
3. Juice, Canned, Frozen, Concentrated (3 plus 1) Apple, grape, grapefruit, orange..... Water .....	32 fl oz..... .....	1 can... 3 qt....	3 <sup>1</sup> / <sub>8</sub> cans 9 <sup>3</sup> / <sub>8</sub> qt..
4. Juice, Canned, Instant Grape..... Water..... Grapefruit, orange..... Water.....	No. 2 1/2 ..... ..... 15 1/2 oz.... .....	2 cans.. 3 <sup>3</sup> / <sub>4</sub> qt 1 can... 3 <sup>3</sup> / <sub>4</sub> qt	6 <sup>1</sup> / <sub>4</sub> cans 11 <sup>3</sup> / <sub>4</sub> qt 3 <sup>1</sup> / <sub>8</sub> cans 11 <sup>3</sup> / <sub>4</sub> qt

NOTE: 1. For 6 oz portion, prepare 1<sup>1</sup>/<sub>2</sub> recipes; for 8 oz portion, prepare 2 recipes.  
 2. Prepare and refrigerate instant fruit juices overnight to ensure thorough chilling.  
 DO NOT ADD ICE as it produces a diluted unacceptable product.

REVISION

**GUIDELINES FOR USE OF POWDERED BEVERAGE BASES (FRUIT FLAVORED)**

<b>YIELD: 100 Portions (6<math>\frac{1}{4}</math> Gallons)</b>			<b>EACH PORTION: 1 Cup (8 Ounces)</b>	
<b>INGREDIENTS</b>	<b>WEIGHTS</b>	<b>MEASURES</b>		<b>METHOD</b>
Beverage base, powdered, fruit punch flavor	2 oz. ....	1/4 cup (1 1/4- 5 gal yield pkg)	.....	1. Combine beverage base and sugar.
Sugar, granulated	5 lb. ....	2 3/4 qt. ....	.....	
Water, cold. ....	.....	6 gal. ....	.....	2. Add water. Stir until dissolved.

- NOTE:**
1. In Step 1, other flavors (orange, lemonade, grape, cherry, lemon-lime, strawberry) may be used.
  2. In Step 2, 3 gal (12 lb) ice, crushed or cubed and 5 1/4 gal water may be used.

**REVISION**

**HOT COCOA**

YIELD: 100 Portions (6 $\frac{1}{4}$ Gallons)				EACH PORTION: 8 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Cocoa.....	12 oz...	1 qt.....	.....	1. Combine cocoa, salt and sugar.
Salt.....	.....	1 $\frac{1}{2}$ tsp...	.....	
Sugar, granulated	3 lb 8 oz	2 qt.....	.....	
Water, cold.....	.....	1 $\frac{1}{2}$ qt...	.....	2. Add water; mix. Heat to boiling point; reduce heat; simmer 5 minutes.
Milk, nonfat, dry	4 lb 8 oz	3 $\frac{3}{4}$ qt...	.....	3. Reconstitute milk; add to cocoa syrup, stirring constantly. Add vanilla; mix until well blended. 4. Heat to just below boiling. DO NOT BOIL. 5. Serve hot.
Water, warm....	.....	5 $\frac{1}{4}$ gal..	.....	
Vanilla (optional)	.....	2 tbsp...	.....	

- NOTE: 1. Cocoa may be served with miniature marshmallows. 8 oz (4 $\frac{1}{2}$  cups) marshmallows will yield 4 to 5 marshmallows per serving of cocoa.
2. If 6 oz portions are desired, prepare  $\frac{3}{4}$  basic recipe.

**VARIATION**

1. **HOT WHIPPED COCOA:** Omit Steps 1 through 4. Place 6 lb Cocoa Beverage Powder in dispenser container. Follow manufacturer's directions for preparation and dispensing of cocoa. Follow Step 5. **EACH PORTION: 6 Ounces.**

**REVISION**

**COFFEE**

(Instant Freeze-Dried)

YIELD: 100 Portions (6 $\frac{1}{4}$ Gallons)				EACH PORTION: 8 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Coffee, instant, freeze-dried	8 oz. ....	3 $\frac{1}{2}$ cups (1- 8 oz pg)	.....	1. Add coffee to water. Stir until dissolved.
Water, boiling. ....	.....	6 $\frac{1}{4}$ gal. ....	.....	2. Keep hot. DO NOT BOIL.

- NOTE: 1. Omit Steps 1 and 2 if using an instant coffee dispenser. Place 8 oz freeze-dried instant coffee in dispenser jar. Follow dispenser manufacturer's directions for preparation and dispensing.
2. In Step 1, if 6 oz portions are desired, use 6 oz freeze-dried instant coffee and about 4 $\frac{3}{4}$  gal boiling water.

REVISION

# COFFEE

(Automatic Coffee Maker)

YIELD: 100 Portions (14 Pots)				EACH PORTION: 8 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Coffee, roasted, ground	2 lb 2 oz	25/8 qt. . . . .		<ol style="list-style-type: none"> <li>1. Place filter paper in brewing funnel.</li> <li>2. Spread coffee evenly in filter.</li> <li>3. Slide funnel into brewer; place empty pot on heating element.</li> <li>4. Press switch to start automatic brewing cycle.</li> <li>5. Let water drip through completely; discard grounds.</li> </ol>

- NOTE:**
1. Serve coffee within 30 minutes.
  2. Check water temperature. The water filtered through the grounds must be 200°F. to ensure that the coffee from the brewing chamber will be at least 190°F.
  3. For 5 oz portion: In Step 1, use 1 lb 8 oz (17/8 qt) roasted, ground coffee.  
YIELD: 10 pots.
  4. For 1 pot: Use 2 1/2 ounces (3/4 cup) roasted, ground coffee. YIELD: 13/4 qt.  
NOTE: 11—5 oz portions/pot or 7-8 oz portions/pot.
  5. For stronger brew, use 2 lb 13 oz (3 1/2 qt) roasted, ground coffee for 8 oz portion; for 5 oz portion, use 2 lb (2 1/2 qt) roasted, ground coffee.
  6. Pots should be cleaned after each use. Follow manufacturer's directions for cleaning.
  7. Coffee Maker Production Rates: 2 to 3 minutes to reach water temperature; 4 minutes brewing time; 1 pot in average of 7 minutes; 8 pots per hour.

**REVISION**

**HOT TEA**

<b>YIELD: 100 Portions (6<math>\frac{1}{4}</math> Gallons)</b>				<b>EACH PORTION: 8 Ounces</b>
<b>INGREDIENTS</b>	<b>WEIGHTS</b>	<b>MEASURES</b>		<b>METHOD</b>
Tea, black, loose...	8 oz. ....	3 cups. ...	.....	1. Place tea in a cloth bag large enough to hold three times the amount. 2. Tie top of bag with cord long enough to facilitate removal; tie cord to handle of urn or kettle. 3. Place tea bag in urn or kettle.
Water, briskly boiling	.....	6 $\frac{1}{2}$ gal	.....	4. Pour water over tea bag. Cover. Steep 3 to 5 minutes. <b>DO NOT</b> agitate or stir. 5. Remove tea bag. 6. Cover; keep hot, but <b>DO NOT</b> boil.

- NOTE:**
1. If loose tea, not enclosed in a cloth bag, is placed in the urn or kettle, strain tea after it has steeped 5 minutes.
  2. Tea must never be boiled as this produces a bitter flavor.
  3. Schedule preparation so not more than 15 minutes will elapse between preparation and service; hold tea at temperatures 175°F. to 185°F.
  4. For 5 oz portions, use 5 oz (1 $\frac{3}{4}$  cups) tea, black, loose and 4 gal water.
  5. 8 oz (100) individual tea bags may be used. Place on serving line for self-service.

**REVISION**



# COFFEE

(Automatic Urn)

YIELD: 100 Portions (6 $\frac{1}{4}$ Gallons)				EACH PORTION: 8 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Coffee, roasted, ground	1 lb 14 oz	2 $\frac{1}{4}$ qt. . .	.....	<ol style="list-style-type: none"> <li>1. Make sure water level in urn liner does not exceed 2 inches from top or is lower than the center of glass water gauge.</li> <li>2. Push HEAT SELECTOR switch to BREW position.</li> <li>3. Rinse urn liner by placing spray arm over top of urn. Push START button. Push STOP button after 30 seconds and drain liner.</li> <li>4. Set timer for desired amount of water - 3 qt water for every minute; weigh coffee and spread evenly in filter paper. (See Guidelines for Coffee Urn Capacities.)</li> <li>5. Place wire basket containing filter paper and coffee in top of urn; cover; position spray arm through hole in cover.</li> <li>6. When BREW TEMPERATURE light is on, push START button.</li> </ol>

- |  |   |
|--|---|
|  | 7. Five minutes after brewing is completed, turn heat selector switch to HOLD position. Discard grounds and filter paper; rinse wire basket.<br>8. When empty, rinse out urn. |
|--|---|

- NOTE:**
1. Always thoroughly drain leftover coffee from urn; DO NOT make fresh coffee on top of old.
  2. DO NOT operate urn without water. Damage to the heating elements and/or the thermostat control may result.
  3. For a 5 oz portion, use 1 lb 2 oz (5 $\frac{1}{2}$  cups) roasted, ground coffee in Step 4.
  4. For a stronger brewed cup of coffee, in Step 4, use:
    - 1 lb 8 oz coffee for 5 oz portion
    - 2 lb 8 oz coffee for 8 oz portion.
  5. Cleaning after each batch of coffee should be a regular routine. Coffee urns should have a special cleaning twice a week. See the operating manual for cleaning instructions.

#### VARIATION

1. **COFFEE (MANUAL URN):** Fill boiler with water to desired level. (See Guidelines for Coffee Urn Capacities.) Turn on heat. Spread ground coffee evenly in urn bag or filter paper in wire basket; set in top of urn. Close urn cover. When boiler water reaches a vigorous boil, open blow-over valve and spray water over coffee for 3 to 4 minutes. Close blowover valve. Remove and discard grounds. If urn has no agitation system, repour about  $\frac{1}{3}$  of the coffee directly back into boiler. Rinse urn bag and store in cold water. Gradually replenish water no more than 1 gal at a time whenever gauge shows less than half full.

(CONTINUED)

**COFFEE**  
(Automatic Urn)

**GUIDELINES FOR COFFEE URN CAPACITIES**

Urn Capacity (Gallons)	Coffee, roasted, ground		Number of Cups	
	Weights	Measures	5 oz	8 oz
1	4 <sup>3</sup> / <sub>4</sub> oz	1 <sup>3</sup> / <sub>8</sub> cups	25	16
1 <sup>1</sup> / <sub>2</sub>	7 <sup>1</sup> / <sub>4</sub> oz	2 <sup>1</sup> / <sub>4</sub> cups	38	24
2	9 <sup>3</sup> / <sub>4</sub> oz	3 cups	51	32
3	13 <sup>1</sup> / <sub>2</sub> oz	4 <sup>1</sup> / <sub>8</sub> cups	76	48
4	1 lb 2 oz	5 <sup>1</sup> / <sub>2</sub> cups	102	64
6	1 lb 11 oz	8 <sup>1</sup> / <sub>3</sub> cups	153	96
8	2 <sup>1</sup> / <sub>4</sub> lb	2 <sup>3</sup> / <sub>4</sub> qt	204	128

**NOTE:** 1 lb 14 oz (2<sup>1</sup>/<sub>4</sub> qt) roasted and ground coffee and 6<sup>3</sup>/<sub>4</sub> gal water will yield 100-8 ounce portions or 6<sup>1</sup>/<sub>4</sub> gal coffee.

**REVISION**

**FRUIT PUNCH**

YIELD: 100 Portions (8 Gallons with ice)				EACH PORTION: 10 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Sugar, granulated	4 lb..	92 <sup>2</sup> / <sub>3</sub> cups	.....	1. Dissolve sugar in water. Cool.
Water, hot. ....	.....	1 <sup>1</sup> / <sub>2</sub> gal	.....	
Juice, grapefruit, frozen, concentrated	.....	1 <sup>1</sup> / <sub>2</sub> qt (11 <sup>1</sup> / <sub>2</sub> - 32 oz cn)	.....	2. Add juices and water to sugar solution. Mix thoroughly. Cover and refrigerate.
Juice, lemon, frozen, concentrated	.....	2 cups (1 <sup>1</sup> / <sub>2</sub> - 30 oz cn)	.....	
Juice, pineapple, canned	.....	3 qt (2-No. 3 cyl cn)	.....	
Water, cold. ....	.....	4 gal. ....	.....	
Ice, crushed or cubes	12 lb	3 gal. ....	.....	3. Add ice just before serving.

- NOTE: 1. In Step 2, 11<sup>1</sup>/<sub>2</sub>-15<sup>1</sup>/<sub>2</sub> oz cn canned instant grapefruit juice may be used. Add an additional 1<sup>1</sup>/<sub>2</sub> qt water.
2. In Step 2, 11<sup>1</sup>/<sub>2</sub> gal (4-No. 3 cyl cn) canned grapefruit juice may be used. Reduce water to 2<sup>3</sup>/<sub>4</sub> gal.
3. In Step 2, 2 qt fresh lemon juice (12 lb--4 dz lemons A.P.) may be used. Reduce water to 3<sup>1</sup>/<sub>2</sub> gal.

**VARIATION**

1. **LIME LEMON PUNCH:** In Step 1, use 7 lb (1 gal) granulated sugar. In Step 2, omit grapefruit and pineapple juices. Use 3<sup>1</sup>/<sub>4</sub>-30 oz cn canned frozen, single strength lime juice and 4<sup>3</sup>/<sub>4</sub> gal water. Add 1 tbs green food coloring. Follow Step 3.

**REVISION**

**ORANGE AND PINEAPPLE JUICE COCKTAIL**

<b>YIELD: 100 Portions (3<math>\frac{1}{4}</math> Gallons)</b>				<b>EACH PORTION: 4 Ounces</b>
<b>INGREDIENTS</b>	<b>WEIGHTS</b>	<b>MEASURES</b>		<b>METHOD</b>
Juice, orange, frozen, concentrated	.....	12/3 qt (12/3-32 oz cn)	.....	1. Combine orange and pineapple juices with water; stir. 2. Cover and refrigerate.
Juice, pineapple, canned	.....	6 $\frac{1}{2}$ qt (4 $\frac{1}{2}$ -No. 3 cyl cn)	.....	
Water, cold. ....	.....	1 $\frac{1}{4}$ gal. ....	.....	
Ice, crushed or cubes	4 lb. ...	1 $\frac{1}{4}$ gal. ....	.....	3. Add ice just before serving.

**NOTE:** 1. In Step 1, 5-No. 3 cyl cn canned orange juice may be used; omit water.

2. In Step 1, 12/3-15 $\frac{1}{2}$  oz cn canned, instant orange juice may be used. Increase water to 1 $\frac{1}{2}$  gal.

**VARIATION**

- 1. GRAPEFRUIT AND PINEAPPLE JUICE COCKTAIL:** In Step 1, omit orange juice; use 12/3 qt (12/3-32 oz cn) canned, concentrated, frozen grapefruit juice or 4 $\frac{1}{2}$ -No. 3 cyl cn canned grapefruit juice (omit water), or 12/3-15 $\frac{1}{2}$  oz cn canned, instant grapefruit juice and 1 $\frac{1}{2}$  gal water. Follow Steps 2 and 3.

**LEMONADE**

YIELD: 100 Portions (8 Gallons with ice)				EACH PORTION: 10 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Sugar, granulated. . Water, hot. ....	7 lb. .... .....	1 gal. .... 1 1/2 gal. ...	..... .....	1. Dissolve sugar in water. Cool.
Juice, lemon, frozen, concentrated Water, cold. ....	..... .....	1 qt (1-30 oz cn) 4 1/2 gal. ...	..... .....	2. Add juice and water to sugar solution. Mix thoroughly. Cover and refrigerate.
Ice, crushed or cubes	12 lb. ....	3 gal. ....	.....	3. Add ice just before serving.

**NOTE:** In Step 2, 1 gal fresh lemon juice (24 lb-96 lemons A.P.) may be used. Use 3<sup>3</sup>/<sub>4</sub> gal cold water.

**VARIATION**

- LIMEADE:** Follow Step 1. In Step 2, use 3<sup>3</sup>/<sub>4</sub> qt (4-30 oz cn) canned frozen, single strength lime juice. Follow Step 3.

**REVISION**

**ICED TEA****(Instant)**

<b>YIELD: 8 Gallons</b>			<b>EACH PORTION: See Note 2</b>	
<b>INGREDIENTS</b>	<b>WEIGHTS</b>	<b>MEASURES</b>		<b>METHOD</b>
Tea Mix, instant. . .	6 oz. . . .	8-3/4 oz pg	.....	1. Add tea to water; stir until dissolved.
Water, cold. . . . .	.....	8 gal. . . . .	.....	
Ice, crushed or cubes	12 lb. . .	3 gal. . . . .	.....	2. Serve over crushed or cubed ice.

**NOTE:** 1. **YIELD:** 8 gal strong tea.

2. For each 8 oz glass, use about 5 oz strong tea. Fill glass with crushed ice. Serve 2-8 oz glasses per portion.

**VARIATIONS**

- ICED TEA (INSTANT, FOR DISPENSER):** Omit Step 1. Place 63/4 oz jr Tea Mix, Instant, on dispenser. Follow manufacturer's directions for preparation, dispensing of tea and cleaning. **YIELD:** 9 gal strong tea. Follow Step 2.
- ICED TEA (INSTANT, WITH LEMON AND SUGAR, FOR DISPENSER):** Omit Step 1. Place 24 oz jr Tea Mix, Instant, with Lemon and Sugar, on dispenser. Follow manufacturer's directions for preparation and dispensing. **YIELD:** 11/2 gal strong tea. For 100 portions (8 gal) strong tea, use 51/3-24 oz jr instant tea. Follow Step 2.

## ORANGEADE

YIELD: 100 Portions (8 Gallons with ice)				EACH PORTION: 10 Ounces
INGREDIENTS	WEIGHTS	MEASURES		METHOD
Sugar, granulated..	4 lb. . . .	2 $\frac{1}{4}$ qt. . . .	.....	1. Dissolve sugar in water. Cool.
Water, hot. ....	.....	1 $\frac{1}{2}$ gal. . .	.....	
Juice, orange, frozen, concentrated	.....	1 gal (4- 32 oz cn)	.....	2. Add juice and water to sugar solution. Mix thoroughly. Cover and refrigerate.
Water, cold. ....	.....	3 $\frac{1}{2}$ gal. . .	.....	
Ice, crushed or cubes	12 lb. . .	3 gal. ....	.....	3. Add ice just before serving.

- NOTE: 1. In Step 2, 11-No. 3 cyl cn canned orange juice may be used for frozen concentrated orange juice and water. Use 5 lb (2 $\frac{3}{4}$  qt) granulated sugar and 2 gal hot water in Step 1.
2. In Step 2, 4-15 $\frac{1}{2}$  oz cn canned instant orange juice may be used. Use 5 lb (2 $\frac{3}{4}$  qt) granulated sugar and 2 gal hot water in Step 1.

REVISION